



eCerts for AYSO Made Simple – *the quick version!*

1. Go to <http://www.aysovolunteers.org/category/safety-policies-forms-insurance/page/2/>
2. Click on the General Liability link, read the information and click on Certificates of Insurance
3. **Follow Steps 1 & 2 in order.**
4. When you click on the eCertsOnline link you will be redirected to their login screen.
 - a) Your username is **(your region#)@ayso.org**. *Sample: 111@ayso.org*
 - b) The password is **nagm2004**. Use lower case.
5. Below the "Welcome Region *****" you will find the Master Certificate for the current year listed. *In some cases the current and the next policy year Master Certificate will be available.*
6. To the far right of the desired certificate **Master Certificate** you will click on **Add** (if new) or **List** if it was issued last year.
7. **Note:** *On this same screen you will see a list of your previously issued certificates. You can click on these links and then refer to Step 13 below.*
8. If you clicked
 - a) **Add** - right side of screen; follow **Steps 10 – 11 and 14 – 17.**
 - b) **List** - previously issued certificate; follow **Steps 13 - 17.**
9. **Note: Interest Name is the owner of the property!**
10. **CREATING A NEW INTEREST:**
 - a) Your Region Number will auto-fill at the top of the screen.
 - b) **Interest Information:** Fill in the blanks with (owner's) name and address.
 - c) Choose delivery methods (select email or fax from the drop down menus, and type in the email or fax number where requested.)
 - d) Do not check Additional Insured or Subrogation Waiver **unless directed by a contract.**
 - e) **Description of Operations:** may add specific information about event.
 - f) **Customer Specific box:** Type in your **4 digit Region number** in the indicated box. You will not be allowed to Save and Exit without entering this information. (Example: 0111)
 - g) Click SAVE, and you will be at the Maintenance screen.
 - h) Your certificate automatically has the Additional Insurance Endorsement attached.
11. **Additional Insured (Endorsement) (if required & not attached):** If working with a previously issued certificate look below the **Interest Information** to "**Attached Endorsements**" and confirm our standard endorsement is attached. If not, find and click the blue "ATTACH" link to the right side of the screen. *You may need to scroll down.*
 - a) Select – AI – Automatic Status When Required.... **WCG 20 600.**
 - b) Click on ATTACH ENDORSEMENT.
 - c) Do not use any of the other endorsements unless instructed.
12. **Addendums – Do Not Use.**
13. **TO RENEW A CERTIFICATE:**
 - a) Click on the underlined name interest name and enter the Maintenance screen.
 - b) Click on the Edit button, right corner in the Interest Information box.
 - c) Verify all the information on this screen, including email addresses.
 - d) Check the Additional Insured box if it is requested.
 - e) **Optional:** enter the Description of Operations.
 - f) Bottom of page: Type in your **4 digit Region number** in the indicated box. You will not be allowed to Save and Exit without entering this information. (Example: 0111)
 - g) Click "SAVE" just above the Interest Information box.
14. You are now once again back at the maintenance screen and can attach the **endorsement page (additional insured) if not already attached** OR issue the certificate by clicking on "**Preview/Issue**" to the right side of the Interest Information.
15. On the next page, "ISSUE" once again. Use "**Subject line**" or "**Cover Page Instructions**" if you wish.
16. When the certificate is issued, you should click on "**RETURN.**"
17. You are back at the Maintenance screen. If you need to issue another certificate, click on Add or List.
18. If you have any questions, please call 800-872-2976 ext. 7961.